

NSLDS User Documentation



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Executive Summary

The NSLDS User Documentation (Deliverable 010) contains instructions on how to use the Web to perform the full range of NSLDS functions. The User Documentation's individual chapters contain the following material:

- **Chapter 1**—Discusses the NSLDS system architecture and logical data model, and summarizes each Title IV aid function performed by NSLDS.
- **Chapter 2**—Discusses user and system security, resource management, and customer support resources.
- **Chapter 3**—Explains the new Web Access capabilities, and discusses the Help menu and the new areas devoted to Messages for the user community, Financial Aid, and Organization.
- **Chapter 4**—Explains how to conduct ad hoc research using the NSLDS database. Also lists all database entities and their attributes, the primary and foreign keys that connect attributes in different tables, and the indexes that allow the construction of efficient queries.
- **Chapter 5**—Explains how to use the Query Maintenance Facility, an ad hoc query tool, to select, sort, group, and report NSLDS data.
- **Chapter 6**—Describes the reports and extracts function.
- **Chapter 7**—Explains how to download a data file from the NSLDS mainframe to an individual PC or workstation.
- **Chapter 8**—Explains how to use the Report Management Distribution System to view reports before routing them to a final destination.
- **Chapter 9**—Lists NSLDS acronyms and definitions.
- **Chapter 10**—Lists NSLDS codes and IDs, including Validation Translation table and lookup IDs, loan types, deferment types, and codes for guaranty agencies.

What's New with NSLDS

This section lists important changes in the NSLDS since the last release of the User Documentation:

- **Chapter 2, Security**—The process for how organizations gain authorization to access NSLDS has changed (Section 2.1.1.1). The process for how non-ED users get IDs has changed (Section 2.1.1.3).
- **Chapter 3, Web Access**—Student Access Interface link has been added to the Financial Aid menu.
- **Chapter 4, TSO and Database Research and Ad Hoc Queries**—The Entity/Attribute table, Table Relationship table, and Query Index List table have been updated.
- **Chapter 5, Query Management Facility**—The *ISPF/PDF Primary Option Menu* screen has been replaced. This new screen is a result of a software upgrade (Section 5.1.6).
- **Chapter 6, Reports and Extracts**—The Draft Cohort Default Rate Loan Detail Report (DRC025) and the Official Cohort Default Rate Loan Detail Report (DRC055) have been added.
- **Chapter 7, Download**—The Printing a Data Set List (Section 7.3) screens and instructions were updated. These new screens are a result of a software upgrade.
- **Chapter 10, Codes and IDs**—New information was added to the NSLDS Validation Translation Table and Lookup IDs.



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